

NAME:



2025 Student & Parent Handbook

Reservoir & Mernda Campuses



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IPAD No: _____

Student Email: student._____._____@prace.vic.edu.au

Password: _____

1. Welcome

Welcome to Prace College. We hope that your journey with us is an enjoyable and memorable experience. We are looking forward to getting to know you and working with you so that you can achieve your educational goals.

What do we offer?

Here at Prace College we know that everyone is on an individual journey and as such we offer two options to complete your secondary education. The option you take will be discussed with you, your family/carers and our staff to find the one to best suit you and your needs.

The Vocational Major

The Vocational Major is a 2-year applied learning program within the VCE. You will develop academic and work-related skills, knowledge and confidence. It will prepare you for work and further education and training. While it sits under VCE, there are no exams, tests and no ATAR.

When you graduate from secondary school, you'll graduate with the Victorian Certificate of Education, with the additional words 'Vocational Major'.

The Victorian Pathways Certificate

The Victorian Pathways Certificate is a flexible program. It is designed for a small number of students in years 11 and 12 who for various reasons, are not able or ready to undertake the VCE or the VCE Vocational Major.

This pathway will prepare you for work and further education and training, including the VCE.

There is no educational pre-requisite to enrol at Prace College. If you are 15—18 years old, you are eligible to enrol in our program.

What we offer

- We offer a small and supportive educational environment
- We look at the way YOU learn and we deliver the course according to what suits you best
- We negotiate the program with you so that the projects are interesting, achievable and relevant
- We will give instructions clearly and in a variety of ways so that you will know what is expected of you, what learning outcomes will be met and what needs to be done to successfully complete the task or project
- We will always give you reasonable time to complete your work
- We allow you the opportunity to achieve at your own pace
- We will often cover many outcomes with the one task
- We will offer many opportunities to cover the outcomes necessary to complete the course

Our Staff

Our Prace College staff consists of a Principal, Wellbeing and Youth Work Team, qualified teachers, Education Support Workers and Administrative Support staff.

The staff will support you to achieve positive outcomes. They will also work with you to help you with any issues and barriers that may have hindered your education in the past. If you have any questions, please ask any of the College staff.

Key Contacts

Principal	Amaya Munoz
Administration Manager	Rosa Cornwell
Administration Reservoir	Chantelle Cassar
Administration Mernda	Zoe Dick

Prace College Campuses

Reservoir Campus Merrilands Community Centre 35 Sturdee Street Reservoir VIC 3073	Mernda Campus 56 Schotters Road Mernda VIC
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Phone Number	9462 6077
Admin Mobile	0413 228 064 (Reservoir) 0456 616 268 (Mernda)
Email	collegeadmin@prace.vic.edu.au

Additional Contact Methods

Sentral Portal – Parents only

Facebook page – Students only

Course Information

Accredited Course Title
Victorian Certificate of Education – Vocational Major
Victorian Pathway Certificate

VET (Vocational Education and Training) Units

Accredited Course Title
Victorian Certificate of Education – Vocational Major
Victorian Pathway Certificate
FSK20119 Certificate II in Skills for Work and Vocational Pathways
Unit
2025 Semester 1 - Travel / tourism industry
FSKLRG011 - Use strategies for work-related learning (core unit)
SITXFSA005 - Use hygienic practices for food safety (food handler's certificate)
HLTAID010 - Provide basic emergency life support (first aid certificate)
SITXCCS010 - Provide visitor information
SITXCOM006 - Source and present information
2025 Semester 2 – Trades industries (student choice)
Industry options include: construction, transport/warehousing, and beauty/retail.
Construction industry
CPCWHS1001 - Prepare to work safely in the construction industry
CPCCOM1012 - Work effectively and sustainably in the construction industry
FSKNUM023 - Estimate, measure and calculate measurements for work
Transport / Warehousing industry
TLIX0023 - Identify the roles and functions of the supply chain industry
TLIA0021 - Participate in stock takes
Beauty industry/retail
SHBBRES003 - Research and apply beauty industry information
SIRXIND004 - Plan a career in the retail industry
2026 Semester 1 – Hospitality/retail industry
FSKRDG009 - Read and respond to routine standard operating procedures
BSBTWK201 - Work effectively with others
SITXCCS009 - Provide customer information and assistance
SITHFAB021 - Responsible Service of Alcohol (RSA certificate)
SITHFAB024 - Prepare and serve non-alcoholic beverages

Classes

You will be notified of your class group when you arrive on your first day.

Timetable

Monday	VPC / VM
Tuesday	VPC / VM
Wednesday	VPC / VM
Thursday	VPC / VM
Friday	

Don't forget to send a friend request to "Prace VM VPC" on Facebook to stay in touch with everyone.



2. Prace College Focus and Vision Statements

Our Focus

Through the provision of accessible learning, community and work opportunities that build skills, confidence and hope, we shape the community of tomorrow, break the cycle of poverty and disadvantage and enable people to improve their quality of life.

Our Vision

Changing lives through education.

Our Philosophy

Prace College's educational philosophy is intricately linked to Prace's vision, mission and values.

Prace College strives to develop dynamic, responsive and innovative educational programs, teaching and learning experiences that ensure equitable access to resources and strengthens the capacity of all young people to participate fully in their community and society overall.

We believe that all young people should be able to positively engage in education regardless of their life circumstances and barriers to learning. Education should not just focus on academic attributes but on the whole person, providing active support for their social and emotional development and their immediate living circumstances while supporting the development of knowledge and skills needed to feel they successfully contribute to a prosperous, equitable and socially inclusive society.

In doing so, Prace aims to provide relief for young people of such human poverty, sickness, suffering, distress, misfortune, disability, destitution or helplessness as arouses compassion, unrestricted by gender, race, sectarian belief or political ideology for the betterment of the quality of life of the disadvantaged in the community.

Our Values

People:

We value, support and encourage all the people involved with Prace; employees, service users, students, volunteers, and partners.

Respect:

We respect and celebrate the diverse life experiences that all bring to Prace College.

Accountability:

We use our resources intelligently, efficiently and effectively to work towards our vision.

Community:

We work with and on behalf of the community to support the most excluded members, to respond to their learning and engagement needs and to enhance their participation in Prace College.

Evidence, evaluation & excellence:

We examine everything we do to ensure it is consistent with our values, vision and our focus, and is based on the best available evidence, information and best practice.

Prace College supports the principles and practices of Australian Democracy, as well as equal opportunity and non-discrimination. Prace College undertakes to ensure that programs are accessible to all eligible members of the community and are responsive to individual needs. Prace College is committed to providing a respectful, safe and inclusive learning environment which is free from discrimination, harassment, bullying, vilification, victimisation and otherwise unlawful and unacceptable behaviours.

3. Enrolment

All prospective students enquiring about enrolling in the Prace College program are required to have an interview with the Principal. This needs to be completed before enrolment can commence.

Prace does not charge tuition fees for its Prace College courses.

Enrolment requires proof of identity/citizenship and age. You will need to bring the following on the day of enrolment.

- Medicare card
- Drivers licence / Passport / or other form of photo ID
- Birth Certificate

You will be required to fill in Prace College enrolment documents before you commence class. If you are under the age of 18, your parent / guardian / carer is required to sign the documents.

If you're still enrolled in another school, you must formally exit the school before you can enrol at Prace College.

You will be required to complete a medical information form to ensure that all Prace College staff are aware of any pre-existing medical condition. See item 4 below.

An email is created for every Prace College student to use whilst attending. This email will be student.[student's first name].[student's surname}@prace.vic.edu.au

e.g. student.kevin.bacon@prace.vic.edu.au

4. Medical Conditions

If you have a medical condition that has been diagnosed by a GP, this needs to be recorded at enrolment. Management Plans as provided by a GP also need to be on file for Anaphylaxis, Asthma, Diabetes, Epilepsy and life-threatening allergies/conditions. Enrolment will not be finalised until this plan is on file. You can refer to the *Anaphylaxis Management Policy and Procedure* on the Prace College website at <https://prace.vic.edu.au/prace-college-policies-procedures/>. A copy will be given upon request.

If you use mental health professionals, a confidential discussion with the Principal or Wellbeing Manager can be arranged for you at enrolment. This information will help us understand how to manage your situation with the best learning options for you.

Prace College needs to be notified of any prescription medicines and any changes that may impact on your learning and wellbeing in class. On days that practical activities are occurring it is important that all students are able to be alert and not drowsy or creating a danger to themselves or others.

If medications need to be administered at Prace College the medications section of the *Student Welfare & Duty of Care Procedure* must be followed. Students are responsible for ensuring their medications are administered. This is not the responsibility of staff. Please refer to the *Student Welfare & Duty of Care Procedure* on our website at <https://prace.vic.edu.au/prace-college-policies-procedures/>.

If you are unable to participate in particular activities due to a condition that is ongoing, staff need to be made aware of this.

5. Student Enrolment Privacy Notice

Prace College values your privacy and is committed to protecting the personal and health information that we collect. All Prace College staff must comply with Australian and Victorian privacy laws and the Prace [Privacy Statement](#). This notice explains how Prace College handles student and parent / guardian / carer information. Prace is required by law and/or government funding bodies to collect some of this information.

On enrolment, and during the course of your attendance at Prace College, we will collect information about you and your family for the following purposes:

- educating you
- supporting your social and emotional wellbeing, and health
- fulfilling legal obligations, including duty of care, anti-discrimination law and occupational health and safety law
- communicating and engaging with your parents/guardians/carers
- student administration
- school management.

If this information is not collected, we may be unable to enrol or provide support to you or fulfil our legal obligations. For example, we rely on parents / guardians / carers to provide health information about any medical condition or disability that you have, medication you may take while at school, any known allergies and contact details of your doctor. If all relevant health information is not provided, this may put your health at risk.

Our staff will only share your information with other Prace College staff who need to know to enable them to educate or support you as described above. Information will only be shared outside the school as required or authorised by law, including where sharing is required to meet duty of care, anti-discrimination, occupational health and safety, and child wellbeing and safety obligations. The information collected will not be disclosed beyond Prace College without parent / guardian / carer consent unless such disclosure is lawful.

What we collect

The College collects personal information about you and your primary carer/s before enrolment at the College and during the year. This includes:

- Your contact details and those of your parent/guardian/carers

- Your:
 - Date of birth and gender
 - Living arrangements
 - Previous school records/reports
 - Medical information (e.g. details of disability or medical condition, allergies, medical reports)
 - Counsellor/Psychologist reports, if applicable
 - Information about referrals to government welfare agencies where applicable
 - Photos and videos taken at school, excursions and events.
- Your primary carer/s highest qualification, current occupation and primary language spoken at home
- Any applicable court orders or other relevant legal information
- Records of student/ staff/ parent conversations around your learning, participation and wellbeing

How we use your information

- To be able to contact your parents / guardians / carers about your enrolment and participation in the Prace College program
- To provide learning and wellbeing support, IT access (e.g. student email account), school reports and feedback, and a safe environment by being aware of dietary requirements and allergens
- Photographs and videos: for student identification, assessment evidence, to document the learning journey, for display in classrooms/Prace College noticeboards, and in communication, learning and teaching tools.

Who we share your information with

- Teachers and support staff directly involved in your education and care
- External providers of services to our students such as VET programs
- Emergency services personnel in the event of an emergency
- Parents/guardians/carers to inform them about your progress and wellbeing
- Victorian and Commonwealth Government agencies as required for education, funding and research purposes
- Our lawyers and courts where required in relation to a legal matter
- Anyone we are required or authorised to disclose the information to by law to meet duty of care, anti-discrimination, occupational health and safety, and child wellbeing and safety obligations
- With express permission from you and your parent/guardian/carer, photos or videos may be shared with the public via Prace College social media, reports such as the Prace Annual Report, and marketing materials
- We are required to report primary carer occupation, highest qualification and language spoken at home to Commonwealth and Victorian Government agencies and authorities. This data is not used by the College for any purpose other than the required reporting to government agencies.

Further information

The Prace Privacy Statement contains further information about how Prace College protects your privacy, including how to access and correct your personal information. See:

<https://prace.vic.edu.au/prace-privacy-statement/>.

For more information about how Prace College student information may be used or disclosed please contact Prace College on phone 9462 6077 or email collegeadmin@prace.vic.edu.au.

6. Prace College Hours / Break times and Student Supervision

Prace College staff are not in attendance outside the opening and closing hours listed.

Prace College will provide staff supervision from 30 minutes prior to first class and 30 minutes after the last class. Students are to remain within the campus boundaries and are free to move around the campus during their breaks but are reminded to adhere to the safety warnings and requirements specific to each area.

A Prace College staff member will be rostered daily to supervise the students during break times.

School hours for students are 9:30am-3:00pm. Prace College is legally responsible for students between these times.

Breakfast is provided to all students every morning until 9.15am.

All students are to remain on campus during the normal class day, including break times.

Break times are as follows:

First break 10.30am-10.45am

Lunchtime: 12-12.40pm

Last break: 1.50pm-2pm

If any student under 18 years of age is to leave the campus boundaries before their scheduled end of class time or during break times, Prace College must be provided with the **signed letter of consent and/or a verbal permission from the student's parent/guardian/carer**. The consent and permission letter acknowledges that they are allowing their child or dependant to leave the campus without supervision and the student is no longer under Prace College's duty of care.

Students are not to travel in the cars of other students during school hours (this does not include travel to and from campus).

Students over 18 must discuss their need to leave campus with a staff member prior to leaving.

Absences that are unexplained from sessions will impact on overall attendance.

Due to child safety regulations staff and Prace College students cannot use the same bathroom.

Reservoir campus: Students must use the bathrooms in the Asquith building located by Room 2. The bathroom by the main door is for staff only.

Mernda campus: Students are to use the bathrooms in Building 1 located by Room 2. The bathroom by the main door is for staff only.

7. School Terms and Public Holidays

We operate on a similar calendar to the public school system and share the same start and end of term dates. The campus is closed on all Victorian Public Holidays.

8. Transport

Prace College Reservoir Campus at Merrilands Community Centre is located between Ruthven Station and Keon Park Station on the Mernda line.

Prace College Mernda Campus is located a short distance from Mernda Station on the Mernda line.

Train services use a MYKI card (<http://ptv.vic.gov.au/tickets/myki/>)

Students using train services to attend school are eligible for concession. These forms can be collected from your local station. We do not have them supplied to the school.

<https://www.ptv.vic.gov.au/tickets/myki/concessions-and-free-travel/children-and-students/school-students/> will provide more information about this.

Please remember that trains can have services disrupted due to line works, accidents, or issues between the V-Line services and the Metro Services. Please be aware of this and plan ahead. Where possible, we suggest you travel with a mobile phone (or travel with other students) so that you can contact us if you are delayed.

We would prefer students learning to drive (with an adult) or on provisional licenses to travel to and from school without peers travelling with them. We understand that sometimes this may be necessary. If this is a planned and regular event it would be preferred that the arrangement is formally on file with us so that staff are aware of who travels with other students.

9. Attendance

You are required to attend all timetabled classes and excursions in order to maximise your learning opportunities and ensure satisfactory completion of all assessments within the course.

Student attendance and conduct is monitored throughout the year. We will explain our attendance expectations clearly to you (and your parents/guardians/carers if you're under 18) on enrolment. We can give you a copy of our *Attendance Policy and Procedure* upon request.

Attendance slips are used to track student lateness and leaving early, and are used in conjunction with the class roll. Attendance rolls are marked electronically twice a day. Late arrivals and departures are also recorded.

Poor attendance may limit your chances of success in the program. You will need to attend regularly to complete your coursework and assessment tasks.

10. Student Absences

You should ring or text the Prace College mobile **0456 616 268 (Mernda campus) | 0413 228 064 (Reservoir campus)** or call the head office on **9462 6077**, if you are running late. If you will be absent a parent/guardian will need to call the office on **9462 6077**. A message can be left if it is out of hours or if no-one answers the phone.

All absences require an explanation and/or a medical certificate. If you are under 18, a note or phone call from your parent/guardian/carer is required to explain the absence.

We will notify parents/guardians of students aged under 18 via phone or email of any unexplained absences or lateness.

A medical certificate should be provided for any single absence if possible. An absence with a medical certificate is considered an approved absence. Approved absences do not affect your attendance rate. This includes illness with a medical certificate, bereavement, or a statutory declaration regarding illness, approved excursions and activities.

Poor attendance will be discussed with you and your parent/guardian/carer (if required). One of the youth workers will be available for students with ongoing absences in order to ensure their safety and wellbeing, and to ensure success in the program.

If you need to attend appointments during school hours, please contact Prace College as early as possible. If you are under 18 we will need consent from your parent/carer/guardian.

Following up an absence

If you have missed class or the day at school and we have not received a phone call or note from your parent/guardian/carer, your parent/guardian/carer will receive a phone call from Prace College.

If your parent/guardian/carer does not reply, the absence is classified as 'unexplained'. Students consistently failing to attend may risk their position at Prace College and future enrolment may not be considered.

If you have been absent, you are expected to take the responsibility of finding out what was covered in the missed classes and any work that may have been set during that time, and complete or arrange to complete the work.

11. Centrelink / Youth Support Organisation Involvement

Centrelink will contact our records department regularly and request attendance details for students receiving payments from them. Students who do not update their details may be required to pay money back to Centrelink for non-attendance.

If you receive assistance for your fees through an employment or youth service, they may also request attendance and progress updates from us. Unless you have signed a third-party release for this, we cannot provide them with the information they request and this may delay your assistance, or prevent future assistance.

We can offer referral support in some situations, such as Headspace, CAMHS/CYMHS, etc. Please remember though that this is not paid for by our school.

If you are involved with any other organisations, please let us know at enrolment. For example, DHS, youth justice/parole officer, community organisations, youth support services, community health, etc. If workers from these services need to meet with you during school hours, this needs to be formally arranged. A private meeting place on campus is also available to be booked in advance.

If you have medical professionals that need to be kept up to date with your progress it would be useful to know this in advance so we can record any specific information they require. A Third-Party Contact Form will need to be completed if we are to talk directly to them on your behalf.

If you will need to leave for an appointment during the day, you must let your teacher know at the beginning of the day.

12. Emergencies

If you have an emergency at home outside school hours, leave a message with reception on (03) 9462 6077, Amaya Munoz on 0418 275 166 or inbox via Facebook and we will contact you at our earliest convenience.

Prace College has an Emergency Management Plan for each campus that covers actions to be taken on the premises during school hours.

13. First Aid

All Prace College campuses are equipped with first aid kits. Staff will be identified as 'first aiders', who should be contacted as required for accidents and or injuries. If further medical attention is required, each site has a listing of the nearest medical centre and/or hospital.

14. Excursions / Camps

Prace College will plan excursions and camps that you will be required to attend. They are beneficial to course work and will include activities that may cover several course outcomes. Please attend these rather than consider them 'optional'. In most cases there will be little to no expense, and where genuine financial hardship exists we do have options available so that nobody misses out.

If you are under 18 we must have consent from your parent/guardian/carer for you to attend excursions. An Excursion Consent Form will be sent to your parent/guardian/carer to sign and return for all major excursions. At enrolment your parent/guardian/carer is asked to sign a Local/Non-Local Excursions Permission Form. Please make sure that all excursion forms are signed as we WILL NOT take you if we don't have permission.

15. Uniform

While we have no formalised uniform at Prace College, we encourage all students to dress in a neat and tidy fashion. Flat, comfortable shoes – please do not wear high heels, 'ugg' boots or thongs as these are not safe, and are not permitted. At times you may need safety boots for activities. Prace College hoodies, beanies and caps are available for sale during the year.

We appreciate your right to wear the clothing that you feel comfortable in and that you identify with, but your safety and the comfort of all staff and students is essential.

Some activities conducted during Prace College sessions may require clothing appropriate to the program, e.g. sport events. In this instance we will let you know in advance about the specific clothing to be worn.

16. Equipment

Prace College provides stationery, USB memory sticks, learning technology, etc. There are no textbooks for the course, and unless you have extra requirements for work placement such as safety boots, work uniforms, etc., there are no other requirements.

17. Mobile Phones

All mobile phones are to be out of sight during class times (either in a bag, or pocket) and turned off so that they do not distract the students. Social networking and phone calls should be left to break times and before or after school. Mobile phones and other technology are brought to school at the risk of the user.

Prace College is not responsible for property loss, damage or theft of personal property. Classrooms are locked during break times, but ensuring the safety of these items is the responsibility of the individual.

18. Food and Drink

Break times are for food and drink. Food is not to be brought into classroom sessions. A bottle of water is welcome to sit on your desk, but must be away from technology.

We provide breakfast and lunch daily. We also have a fridge available if you wish to bring and store your own lunch. Please store in a labelled container or bag to ensure it is not removed by others.

19. Classwork and Assessment

All work is completed at school. Where possible we combine several outcomes into a task as this often makes for a better-quality learning experience.

The nature of applied learning allows the learner to show they are competent in a task. For competency to be granted, there needs to be an independent process completed by the student without assistance or prompting. The level of work is determined by each course, and the course the student is participating in is determined by their ability.

What subjects do I have to do?

There are 5 subject areas for both the Vocational Major and Victorian Pathway Certificate

- Literacy Unit
- Numeracy Unit
- Work Related Skills Units
- Personal Development Skills
- Vocational Education and Training (VET)

Everyone who studies either the VM or VPC at Prace College undertakes these 5 subject areas. They are made up of units, and in order to achieve your certificate you must complete 16 units for the VM and 12 units for the VPC.

How we assess you

- You can demonstrate achievement at your own pace
- Instructions will be given in a variety of ways so that you understand what is expected of you
- You will always be given reasonable time to complete your tasks
- We will often cover many outcomes during one project
- You will be given many opportunities to achieve the outcomes in a variety of ways and contexts
- We will cater to your learning needs so that you are not disadvantaged in any way

Assessment may appear in a variety of ways, including:

- Written work
- Teacher observation
- Participation
- Role plays
- Case studies
- Discussion
- Demonstration
- Projects
- Oral presentations
- Log books
- Journals
- Photographs
- Self-assessment
- Power point presentations

More information on VCE VM and VPC can be found on the VCAA website.

Recognition of Prior Learning (RPL) and Credit Transfer

RPL and Credit Transfer acknowledge things that you have done in the past that demonstrate that you have achieved the learning outcomes.

Please let us know at enrolment if you have done a VET course in the past, as it can contribute towards your certificate.

Career Action Plan

All of our students complete a Career Action Plan throughout the year. You will work with our trained staff to make sure that you make the right pathway decisions for you and help you work towards your goals.

20. Acceptable Use of Digital Technologies and the Internet Agreement

At Prace College we support the right of all members of the Prace community to access safe and inclusive learning environments, including digital and online spaces. This agreement outlines the College's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

General Principles:

1. Prace may provide access to digital technologies, including digital devices and Wi-Fi / Internet, during class hours, for students to develop their learning.
2. Prace may also provide access to digital technologies and the Internet outside of class times, for students to complete coursework. This may be at Merrilands Community Centre, Prace Mernda Campus, an external venue, or at home.
3. At Prace we have a **Student Code of Conduct** that outlines our values and expected standards of student conduct. We expect all students to use digital technologies and the internet responsibly, efficiently, ethically and legally.

At Prace College, we:

- Have programs in place to educate our students to be safe and responsible users of digital technologies
- Provide information about digital access issues such as online privacy, intellectual property and copyright
- Supervise and support students using digital technologies for school-directed learning
- Use online sites and digital tools that support students' learning
- Address issues or incidents that have the potential to impact on the wellbeing of our students
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission
 - [Bully Stoppers Parent Interactive Learning Modules](https://www.vic.gov.au/bullying-information-parents) (https://www.vic.gov.au/bullying-information-parents)
 - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/parents) (https://www.esafety.gov.au/parents)

Student Agreement:

When students use digital technologies and Wi-Fi / Internet during class hours, or use digital technologies provided by Prace **at any time**, they have responsibilities and rules to follow.

Students agree to:

1. Use the Internet only for study and learning

as directed by the teacher and for the purposes of meeting course learning requirements.

This includes:

- Not downloading unauthorised programs, including games
- Not interfering with network systems and security or the data of another user
- Not attempting to log into the network or online service with a username or password of another person
- Being mindful of the content I upload or post online, ensuring all material is appropriate and in line with the values outlined in the *Student Code of Conduct*.

2. Stay within the law and use the Internet legally

This includes laws covering copyright, intellectual property, spam, privacy, discrimination, telecommunications, broadcasting, criminal law, freedom of information, human rights and equal opportunity.

3. Protect my own privacy

By not giving out personal details, such as my full name, telephone number, address, passwords and images.

4. Protect other people's privacy

By not posting or forwarding the personal details, information, images or recordings of others without their consent.

5. Obtain consent before photographing/recording others

This includes only taking photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved learning activity.

6. Not share Zoom/video conferencing/online meeting links

I will protect the privacy and security of Prace students and staff by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums.

7. Never steal other people's work

I will use the Internet in a manner that does not infringe copyright or intellectual property rights; including not distributing or sharing content (such as music and other audio materials and video materials) or software. I will abide by copyright and intellectual property regulations by attributing references appropriately, and by requesting permission to use images, text, audio and video.

8. Never steal anyone's identity

I will never intentionally use another person's credentials, or impersonate or falsely represent myself as another person.

9. Treat other people ethically and with respect

This includes communicating with others in a supportive and respectful manner, and never harassing, bullying, threatening, defaming, vilifying or sexually harassing anyone. I will not participate in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).

10. Keep it clean - stay away from any kind of obscene or offensive material

I will not use digital technologies to create, transmit, access, look for, publish or store electronic material that is obscene, offensive or inappropriate.

11. Handle all equipment with care

I will notify my teacher if any damage occurs, or if something needs attention. I won't install any software without express permission.

12. Be 'cyber-safe'

I will speak with a teacher or trusted adult if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour.

At enrolment, students agree to be safe, responsible and ethical digital technology users at all times. If a student fails to follow these rules, they will be subject to the *Prace College Student Behaviour Management Policy and Procedure* and */or Student and Service Users Disciplinary Policy and Procedure*.

21. Access and Equity

Prace College is committed to providing opportunities to all people for advancement, regardless of their background. We support government policy initiatives and provide access to our education and training for all those seeking to undertake it.

We ensure that our student selection criteria are non-discriminatory and provide fair access to education and training for the disadvantaged.

22. Occupational Health and Safety

Prace College is committed to implementing, maintaining and continuously improving occupational safety and health in all of its locations. Prace management recognises that it has a responsibility to provide and maintain a safe environment for staff, students and visitors alike.

This responsibility, obligation and involvement is transmitted to all staff to ensure a safe and healthy workplace is maintained. A copy of the *Prace OHS Policy and Procedure* is available on request.

Accidents, Hazards or Near Misses

To ensure all staff, students and visitors are safe on our premises, it is everyone's responsibility to report any accidents, hazards or near misses. Please report these to any Prace College staff member.

23. Prohibited Items and Behaviour

Smoking: Prace College is a smoke free workplace. To protect all employees and visitors from exposure to environmental tobacco smoke, the entire premises, including grounds and outdoor areas where applicable, are smoke free. This policy applies to all staff including management, contract and service staff, students, clients and visitors while on Prace College premises.

Alcohol: Under NO CIRCUMSTANCES is the consumption of alcohol permitted. Any breach of the Victorian liquor legislation or regulations will be dealt with according to the *Student Disciplinary Procedure*.

Drugs: Possession and/or use of any illegal drug or substance, or the misuse of prescribed drugs, will be viewed as a serious breach of the code of conduct. Possession or use of illegal drugs or prohibited substances is a criminal offence and Prace College reserves the right to inform the local authorities. Disciplinary action may result in immediate termination of enrolment.

If a student comes onto the campus with the appearance of being affected by alcohol or drugs, their parent/guardian/carer will be called to collect them and be sent home. The student cannot be sent home on public transport.

Firearms or weapons: Under NO CIRCUMSTANCES are firearms or weapons permitted to be brought on to any campus. If any student is found to be in the possession of either, the student will be subject to disciplinary action, which may result in the immediate termination of enrolment. Cases could also require the matter to be referred to the local authorities.

24. Bullying and Harassment

Prace College will not tolerate bullying or harassment.

Any staff member or student who initiates or engages in acts of bullying or harassment will be subject to disciplinary action which may result in the immediate termination of employment or enrolment. This includes direct and indirect forms of bullying and harassment including visual, physical, and verbal harassment and cyber bullying.

Sexual Harassment

Sexual harassment is a general term covering unwelcome sexual behaviour. This could include a demand for sexual activity (subtle or explicitly) or offer of sexual favours, unwanted and deliberate physical contact, unwelcome sexual jokes, innuendos, or comments of a sexual nature. It could also be the display of offensive pictures or publications, or the use of offensive language in the classroom or workplace. If at any time a student is subjected to sexual harassment, they should contact a member of staff.

Bullying, Aggressive Behaviour

Prace College will not tolerate bullying behaviour. There is no place for bullying at any of our campuses. Safe and respectful work/learning environments are a priority.

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Bullying behaviour demeans and humiliates people, either as individuals or as a group. It may also include behaviour that intimidates, offends, criticises, or degrades a person, possibly in the presence of others. Some initiation practices could be considered as bullying, where they involve the misuse of relative/or assumed power, for example by students who have been here longer than others.

If you are concerned about bullying, the important thing is to tell someone. It may be sufficient to make it clear to the individual/s that the behaviour is not welcome, that it offends and interferes with your ability to learn. If you are a witness to bullying behaviour, you might approach those perpetrating the bullying behaviour and tell them that you disapprove of the behaviour and request that it stops. However, if the behaviour persists (or if you don't feel confident to approach the individual/s) you should report the behaviour to a member of staff.

If you are experiencing any bullying or harassment issues, you should talk to your teacher, Wellbeing Coordinator, or the Principal. As with sexual harassment, all requests for assistance will be handled in the strictest confidence. Refer to the Prace College *Bullying and Harassment Policy and Procedure* on our website at <https://prace.vic.edu.au/prace-college-policies-procedures/>.

25. Child Safety and Wellbeing Policy

As we strive to develop dynamic, responsive and innovative educational programs, teaching and learning experiences, we will intentionally promote and protect the interests and safety of children and young people, and a child-safe environment for all children and young people in our care. This will be achieved by:

- having a zero tolerance for child abuse
- working to actively listen to and empower children/young people
- having systems to protect children/young people from abuse, taking all allegations and concerns very seriously, and responding to them consistently in line with our policies and procedures

- being committed to promoting cultural safety for Aboriginal children/young people, cultural safety for children/young people from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children/young people with a disability
- engaging only the most suitable people to work with children/young people along with providing high quality supervision and professional development.

We care about our students' feelings and their safety and encourage you to speak to one of our Child Safety Officers listed below about any issues you may have.

- Principal
- Wellbeing Manager
- Wellbeing Coordinators
- Lead Teachers

For a copy of the Child Safety and Wellbeing Policy and our child safety strategies, see the Prace website: <https://prace.vic.edu.au/child-safety/>

26. Complaints and Appeals

You and your parents/guardians/carers have the right to make an appeal or complaint, if you feel that you have been unfairly treated in some way. Complaints are welcomed as a means of ensuring that we identify and overcome problems faced by students, and provide an opportunity to improve our business and/or the delivery of our training programs.

When we handle concerns and complaints:

- We take them seriously
- We respond quickly
- We treat everyone fairly
- We make sure nobody is treated unfairly
- We consider the diversity of our community
- We follow all laws, including privacy and child safety laws.

The Prace Complaints & Appeals Procedure is a simple process and all complaints will be treated confidentially.

1. Talk directly to the person involved, if possible. Ask a Prace staff member for help.
2. To make a formal complaint:
 - Write down your complaint and give it to the Principal. If it's about the Principal, send it to their supervisor.
 - Explain what happened, how it affected you, and if you have any evidence or tried to fix the problem before.
 - Tell us what you want us to do.
 - Ask a Prace staff member to help you write your complaint.
3. We will acknowledge your complaint within 10 business days.
4. We will try our best to investigate your complaint within 20 business days. This may include talking to you and others involved. If it takes longer, we will let you know.

5. After the investigation, we will write to you explaining what we have done or will do to fix the problem. We will also tell you why we made that decision.
6. If you're still not happy, you can appeal.

For more information see the Prace website at <https://prace.vic.edu.au/complaints-appeals/>

Please note: If you have a complaint, you can have a support person help you during the process. This support person could be a case manager, youth worker, interpreter, consumer advocate, family member or trusted friend.

Students have the right to appeal an assessment result if they don't agree. Find out how to do this on the Prace website at <https://prace.vic.edu.au/complaints-appeals/>.

You can also appeal other decisions made by Prace, like course entry or special consideration.

We encourage you to talk to us if you have a concern or complaint, but if you are still not happy or want to complain to an outside organisation, there are external bodies you can contact.

Victorian Registration and Qualifications Authority (VRQA)

<https://www2.vrqa.vic.gov.au/make-complaint>

The VRQA can investigate complaints that relate to breaches of school registration standards, provided you have first raised the issue with Prace and given us an opportunity to respond before lodging your complaint with the VRQA.

Victorian Institute of Teaching (VIT): Complaints about a teacher may be made to the VIT. You should also notify Prace of the complaint. For further guidance refer to the VIT Conduct reporting guide for members of the community at: <https://www.vit.vic.edu.au/conduct/reporting-guide/public>

Child safety complaints or concerns

If your situation requires police attendance, dial **Triple Zero (000)**

For immediate concerns about the safety of a child, contact the Department of Families, Fairness and Housing, **Child Protection Crisis Line** by telephone on **13 12 78**

Privacy complaints

If you believe Prace has breached privacy laws and, after allowing 30 days for us to resolve the complaint, you are not satisfied with our efforts to resolve the issue, you may make a complaint to the Australian Information Commissioner. This includes issues relating to collection, handling, accuracy, use and disclosure of personal / sensitive information, and other issues covered by the *Commonwealth Privacy Act* and/or Australian Privacy Principles.

- **Office of the Australian Information Commissioner:**
<https://www.oaic.gov.au/privacy/privacy-complaints> or by phone 1300 363 992.
- If your complaint relates to health information (e.g. information you have disclosed to Prace about a disability or medical condition), you may direct your complaint to the **Victorian Health Complaints Commissioner** at <https://hcc.vic.gov.au/> or by phone 1300 582 113.

Complaints about discrimination, harassment, or victimisation

If your complaint relates to unfair treatment or discrimination, harassment, vilification, or victimisation, and you are not satisfied with our efforts to address the issue, you may make a

complaint to the Victorian Equal Opportunity and Human Rights Commission, or the Australian Human Rights Commission. For more information, see <https://www.legalaid.vic.gov.au/making-complaint-about-discrimination>

27. Code of Conduct and Student Responsibilities

All students at Prace College are expected to take responsibility for their own learning and behaviour during their course. Appropriate standards of behaviour among all students are essential.

When enrolling at Prace College you are required to agree to abide by the Prace College Student Code of Conduct and student responsibilities:

Prace College Student Code of Conduct

1. Respect the beliefs of other students and accept diversity in the classroom.
2. Work with others to provide support, share information and build confidence.
3. Negotiate your educational goals with your teacher(s) and design a learning plan to achieve these goals.
4. Be considerate of the learning goals of other students.
5. Support the equal opportunity and non-discrimination policies of Prace College.
6. Create a positive learning environment by not using offensive language, threatening behaviour or physical violence towards staff or students.
7. Discuss with your teacher or Wellbeing Coordinator any issues you may have.

Student Responsibilities

- Maintain a clean and healthy classroom by ensuring rubbish that you are responsible for is removed from the space.
- Arrive on time and stay for the duration of the class.
- Inform your teacher if you need to leave class early, will be absent or will be late for class.
- Complete set tasks to the best of your ability.
- Treat Prace College resources with care.
- Abide by the Victorian Curriculum and Assessment Authority (VCAA) rules which all students must follow when preparing work for assessment by their school. They are:
 - You must ensure that all work you submit is your own
 - You must acknowledge all resources used, including:
 - texts, websites and other source material
 - the name and status of any person who assisted you, and the type of assistance provided
 - You must not receive an unreasonable level of assistance from another person, including your teacher, in the preparation and submission of work
 - **Acceptable** levels of assistance include:

- the incorporation of ideas or material derived from other sources (for example, by reading, viewing or note taking), but which have been transformed by the student and used in a new context
- prompting and general advice from another person or source, which leads to refinements and/or self-correction
- **Unacceptable** forms of assistance include:
 - use of or copying another person’s work, including their teacher’s work, or other resources without acknowledgement
 - use of or copying sample answers provided by their teacher or another person
 - corrections or improvements made or dictated by another person, including their teacher
- You must not submit the same piece of work for assessment in more than one study, or more than once within a study
- You must not circulate or publish written work that is being submitted for assessment in a study in the academic year of enrolment
- You must not knowingly assist another student in a breach of rules

You are required to sign a declaration upon enrolment in the VCE VM or VPC that you will abide by the above VCAA rules and the rules of Prace College in relation to school-based assessments.

28. Student Disciplinary Procedure

Students at Prace College who engage in misconduct are subject to Prace College’s disciplinary procedures. If a student engages in misconduct, teachers may ask them to leave the class for an appropriate period of time and/or start disciplinary procedures, at the teacher’s discretion.

The disciplinary procedure for these behaviours will start with a first warning which is verbal, a second warning which is written, and then a third warning which involves formal disciplinary action as per the *Student and Service Users Disciplinary Policy and Procedure*. Disciplinary action may involve temporary suspension of enrolment/participation in Prace College where deemed necessary, and in cases of serious proven misconduct, may result in termination of enrolment.

General misconduct means behaviour in or near Prace College that is generally thought to be inappropriate by community standards and is inconsistent with the Student Code of Conduct. It includes:

- Persistent disruptive or disrespectful behaviour
- Failure to comply with a reasonable instruction from a member of staff
- Persistent refusal to do class work or tasks set by the teacher
- Entering staff/office areas of the building without permission
- Attending classes while substance affected
- Smoking in the building
- Hostile or abusive behaviour or language
- Actions or words which threaten others
- Failure to observe safety rules
- Persistent failure to comply with digital technologies conditions of use as per the Prace *Acceptable Use of Digital Technologies and the Internet Agreement*

- Regular non-attendance
- Bullying
- Cheating on an assessment or copying another person's work
- Possession of alcohol or any prohibited or illegal substances on the premises

Gross misconduct means serious misbehaviour that may be considered intolerable for staff or other centre users, or which may involve a criminal offence. It includes:

- Carrying a weapon or dangerous article
- Physical assault or threatening behaviour, or behaviour which threatens the health and safety of another
- Verbal assault or abusive behaviour or language
- Theft
- Slander or harassment
- Deliberate misuse or destruction of facilities, equipment or materials
- Being on Prace premises having consumed excessive amounts of alcohol or other drugs
- Any form of child abuse.

29. Cheating and Plagiarism

Cheating: Is an intention to gain an unfair advantage in the assessment of a unit or course. This may include (but is not limited to) the following:

- Working with another student to complete an assessment that should be completed independently (collusion)
- Allowing another person to complete an assessment or examination on your behalf
- Communicating with, or copying from, another person(s) during formal assessments
- Bringing into, or receiving during, a formal assessment, unauthorised material/information
- Presenting untrue medical/special consideration forms
- Knowingly helping others to cheat
- Taking actions which intrude on the ability of others to complete their assessable tasks.

Collusion: means unauthorised collaboration on assessments; a form of cheating where students work together to complete an assessment that should be completed independently.

Plagiarism: is the presentation of another person's work as though it is your own, by failing to properly acknowledge the author(s). It may be intentional or unintentional.

- **Intentional Plagiarism:** is plagiarism associated with intent to deceive.
- **Unintentional Plagiarism:** is plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing / acknowledging others' work (still a breach of Prace policy).

Student Responsibilities

1. Understand and comply with the procedures of Prace College concerning assessment and cheating, and seek help if unclear about their requirements.
2. Ensure that all sources of information are appropriately acknowledged.

3. Take all reasonable precautions to ensure work cannot be copied.

If there is evidence of an incident of cheating the Prace College *Student Disciplinary Procedure* will be enacted. Prace College complies with the requirements of the Copyright Act 1968.

Prace College expects students to act with the integrity and honesty and acts of plagiarism are completely unacceptable and will not be tolerated.

30. Photographing, Recording and Filming Students Policy

Prace College has processes in place to ensure any student images we collect are used reasonably, appropriately and sensitively, consistent with our obligations under Privacy laws, the Child Safe Standards, our Child Safety and Wellbeing Policy and Child Safety Code of Conduct.

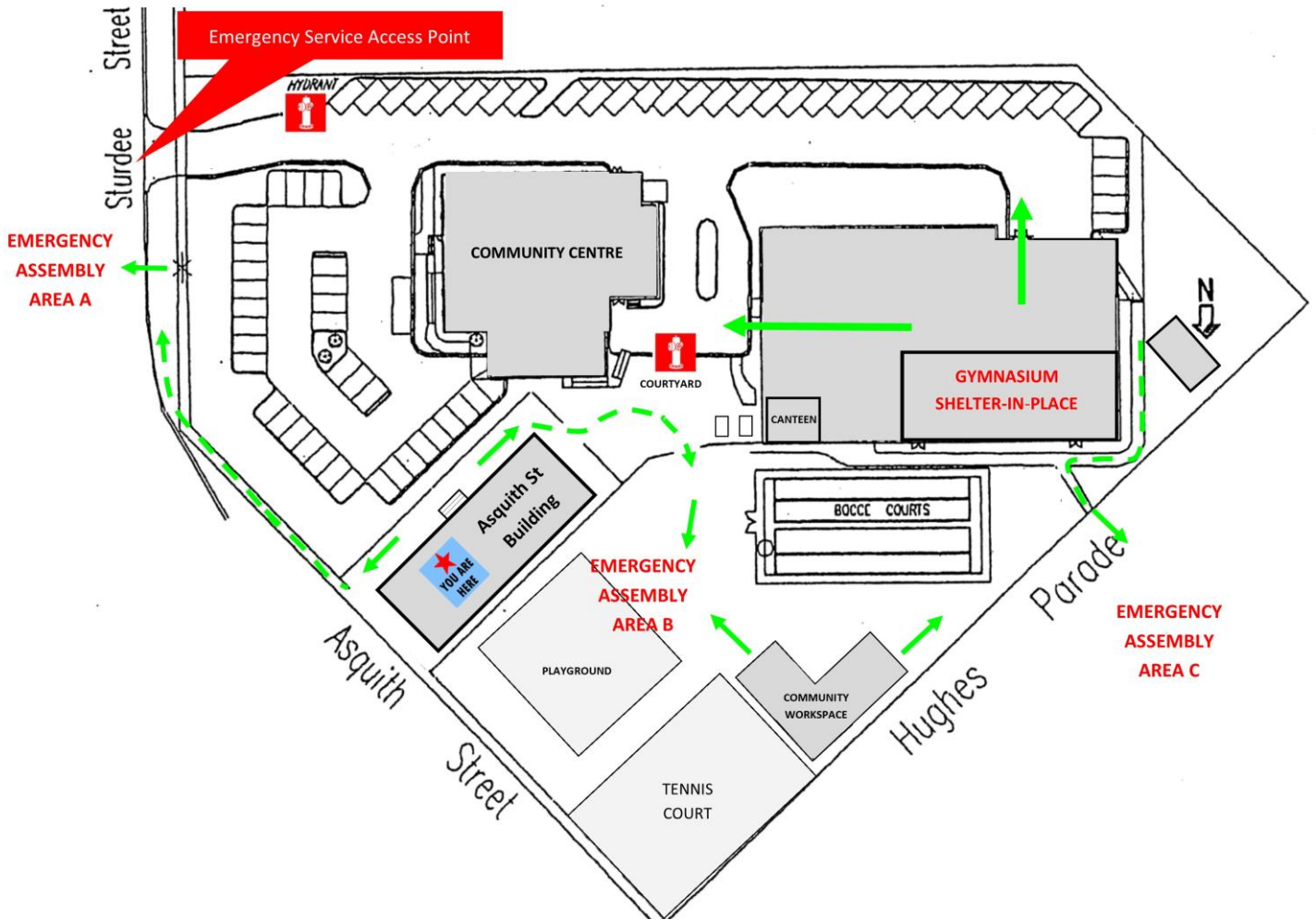
If at any time you or your parent/guardian/carer has a concern about the use of any images they should contact the Prace office on 9462 6077.

Our *Photographing, Recording and Filming Students Policy* explains how we collect, use and disclose photographs, video and recordings of students, how consent is collected, and how consent can be withdrawn. This policy is available on the Policies & Procedures page of our website: <https://prace.vic.edu.au/prace-college-policies-procedures/>

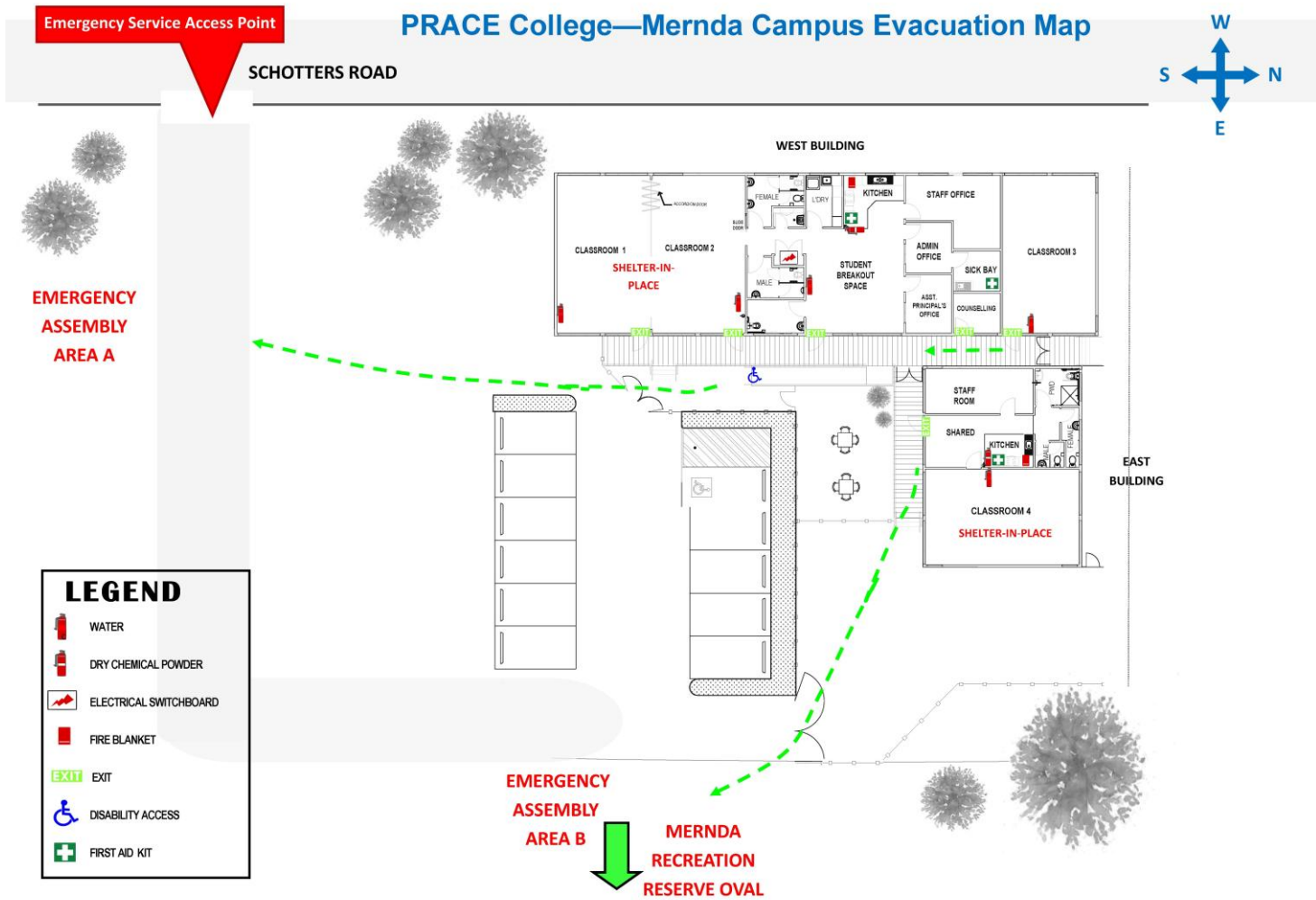


31. Map of Merrilands Community Centre, Reservoir

MERRILANDS COMMUNITY CENTRE



32. Map of Mernda Campus



*We hope that you enjoy your learning experience with us.
We look forward to getting to know you and working with you
so that you can achieve your educational goals.*

Notes:



Merrilands Community Centre
35 Sturdee Street
Reservoir 3073

Mernda Campus
56 Schotters Road
Mernda 3754

9462 6077 | collegeadmin@prace.vic.edu.au
www.prace.vic.edu.au